NIS SURVEY PROGRESS REPORT #2

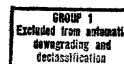| Category/Product	Starting Date	Target Date for Completion	Action Responsibility	Status
1. PRODUCTION PLANNING/SCHEDULING				
a. Development of FY 71 GS Schedule	22 Oct	Nov 69	Executive Secretary SubComm/Sched	Schedule for 30 General Surveys approved by NIS Committee on 10 December 1969.
b. Develop the FY 71 NIS Production Schedule for supporting sections	22 Oct	Jan 70	Executive Secretary SubComm/Sched	Tentatively agreed schedules established for CIA produced units. DIA unable to develop schedule due to budget restrictions.
c. Establish a revised NIS Coverage Plan for submission to USIB to replace present plan	15 Oct	FY 70	Executive Secretary SubComm/Sched., Ch/ED	Disapproved by DDI - January 1970.
d. Initiate procedures for improving timely receipt of NIS contribution for General Surveys	17 Sep	FY 70	Chief, ED	Memo to NIS Committee members dated 17 September 1969, defined problems of interagency review of manuscripts and recommended solutions to problems. OER shows improvement - OCI showing some serious lapses.
e. Develop or plan for the review of parallel and/or duplicative publications	Open	Open		No action.

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2. GENERAL SURVEY				
a. Refocus the General Surveys - to emphasize the overview function and reduce the perishable and transient contents	22 Oct	FY 70	Executive Secretary	Meetings have been held with OCI, OER, and OSI. Supplementary instructions for OCI and OER being developed and coordinated. DIA meeting delayed because of budget restrictions.
b. Develop and publish General Survey in a separate section format to allow for more rapid maintenance	1 Oct	FY 70	Chief, ED Chief, PD	Four General Surveys have been selected for experimental printing in separate section format. Separate and single volumes ($8x10\frac{1}{2}$) will be disseminated with a questionnaire to test user reaction.
c. Reexamination of the Summary Map format	15 Oct	FY 70	Chief, PD	Chiefs, PD and CD, have agreed that for the four General Surveys above, the insets on the Summary Maps will be printed in the appropriate sections. The Terrain and Transportation map will be in Section 1.
d. Develop a bibliography and index for General Survey sections	14 Nov	FY 70	Chief, ED	General Survey Branch, ED, will develop prototypes for review.

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3. SUPPORTING SECTIONS				
a. Produce Social Characteristics Unit - as approved by USIB -	FY 69	FY 70	Chief, ED	First pilot unit, produced by Census, will be disseminated in March 1970 along with questionnaire to test user reaction. Second unit now in Publication Division. Nine units scheduled for FY 70.
b. Combine Section 57 (Subversion and Insurgency) into annex of General Survey in order to minimize duplication and achieve overall reduction in production workloads	29 Oct	FY 70	Chief, ED	NIS Committee approved production of General Survey insurgency coverage on 21 January 1970. It will be published as Section 9 of the General Survey. Instructions for DIA input now in hands of OCI. User questionnaire planned.
c. Consolidation of the Oceanographic Sections 2 and 3. (Elimination of Section 3). Restructure to include subjects of general interest (i.e. Pollution, Resources, etc.)	25 June	FY 70	Navy-NIS Committee Member	On 10 December 1969, NIS Committee approved outline guide for new Section 2 and classified supplement. OCEANO coordinating with other agencies on new topics in Section 2. FOIAb3d
d. Exclude Coasts and Landing Beaches (Section 22) from NIS Program	29 May	FY 70	DIA-NIS Committee Member FOIAb3d	Meeting 29 May with ▮▮▮▮▮ FOIAb3d ▮▮▮▮▮▮ initiated a DIA survey to study CIA recommendation that this coverage be produced as a departmental publication. Recent budgetary restrictions are delaying final decision.

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e. Ports and Naval Facilities (Section 35) - study the possibility of producing individual Port Studies in a loose-leaf format and single sheet printing	29 Oct	FY 70	Chief, PD Chief, ED	Suggestion by DIA, NIS Committee Member, at 29 October meeting. Plan will be studied to establish feasibility of this proposal and to eliminate duplicative printing by DIA on individual Port Plans. Recent budgetary restrictions are delaying final decision. FOIAb3d
f. Exclude Merchant Marine (Section 36) from NIS Program	29 May	FY 70	DIA-NIS Committee Member FOIAb3d	Meeting 29 May with ███████ FOIAb3d ██████████ initiated a DIA survey to study CIA recommendation that this coverage be produced as a departmental publication. Recent budgetary restrictions are delaying final decision. FOIAb3d
g. Exclude Civil Air (Section 37) from NIS Program	29 May	FY 70	DIA-NIS Committee Member FOIAb3d	Meeting 29 May with ███████ ██████████ initiated a DIA survey to study CIA recommendation that this coverage be produced as a departmental publication. Recent budgetary restrictions are delaying final decision.
h. Exclude Upper Air Atlas from NIS Program Coverage	30 June	FY 70	Chief, ED Chief, PD	A prototype volume was disseminated in December 1969. Further action awaiting tabulation of questionnaire results.

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i. Modify the Transportation and Geography elements of NIS Program (i.e. Highways, Railroads, Inland Waterways, and Topography) and restructure sections to avoid present overemphasis on military aspects	30 June	FY 70	Chief, ED and DIA Committee Member	Delayed because of impact on planning caused by DIA budgetary restrictions.
4. INFORMATION PROGRAM				
a) Develop a publicity campaign and system for notifying users of changes and status of NIS coverage and develop flyers to introduce new or changing NIS products	29 Oct	FY 70	Deputy Chief, PD - Chairman of SubComm on Information	Subcommittee members have been designated. Several meetings and briefings have been held. Posters printed and sent to DIA and State. A revised slide presentation and NIS "Story" being prepared. Questionnaires are introducing new products and explaining advantages to users.
b) Revise Standard Instructions	Open			
c) Produce new Reference Guide	Open			
5. USER FEEDBACK SURVEYS				
a) Develop methods for periodic reports on all NIS products	11 Dec			Questionnaires from Upper Air Atlas, Social Characteristics, Oceanography, and four experimental General Surveys will indicate course of action for future feedback acquisition.
b) Follow-up of reported nonuse of NIS as indicated in NIS User Survey	11 Dec			

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6. SECURITY (Classification/Control)				
a) Initiate a study of security restrictions involved in NIS use (domestic and overseas)	Feb 70	FY 70	Executive Secretary Chief, ED	Discussions held in February with CIA Classification Control Officer and General Counsel regarding controls applied to unclassified NIS. Also, a new concept of
b) Consider possible revision of statutory regulations affecting dissemination of NIS documents	Open	Open	Executive Secretary Chief, ED	discussion of "Sources" used in NIS should result in some lowering in classification and frequency of controls.
7. NIS PRODUCTION REPORTING				
a) Review NIS reports and system for reporting with a veiw to reducing duplication and improving efficiency	Dec 69	25X1A9a	Chief, ED ED	Study underway and a tentative report should be available in March.
8. ADP				
a) Continue efforts toward 100% EPIC system of printing NIS publications and consider MultiMedia methods (i.e. Microfilm, Microfishe, etc.)	1966	FY 70	Chief, PD	Approximately 70% of all NIS is processed in the EPIC system of which 3/4 is customer provided tapes and 1/4 is keyboarded by PD or PSD. Task force from OCS, PSD and PD are reviewing EPIC specs, preparing a new program for weather tables, and looking into further automation.

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8. ADP (cont'd)				
b) Further develop the automation of the FACTBOOK and study feasibility of an automated "text editing" system	17 June	FY 70-71	Chief, ED Chief, PD	OCS report to PD indicates continued need for further EPIC development. However, due to volume of changes and infrequency of publication, OCS report states that FACTBOOK does not warrant a system design and implementation effort. Discussions underway with ORD regarding stand-alone text edit systems. ORD will provide a Viatron system for testing. OBGI representatives viewed the ADAGE system on 25 February.
9. DISSEMINATION/STORAGE				
a) Review all aspects of NIS dissemination procedures in each user agency	Sep 1969	FY 70	Deputy Chief, PD	PD and Records Center completed a comprehensive review in January 1970 of all NIS stored for supplemental dissemination. Quantity adjustments were made in all NIS material stored in Records Center to reflect more realistic user demand.
b) Review domestic and overseas storage difficulties in CIA, State, and DoD installations	Open	Open		
10. GRAPHICS PRODUCTION OF NIS				
Study problems and technical procedures involved in the production of graphics	12 Nov	Open	Chief, PD	Meeting was held on 12 November 1969 with representatives from CD and PD, PSD, DIA, and USN/00 to discuss base maps, process color, and format changes for General Survey maps.